

Post Interview Actions

Jump to topics in this subsection: **Determine Finalists, Reference Check, Documentation, Job Offers**

Determine Finalists

- Add up interview scores for each applicant from all of the panelists.
- You may want to determine additional job related criteria to add into a candidate's final score, such as:
 - Written assessment score (if applicable)
 - Reference check
 - Presentation
 - Professionalism
- Prepare a list of the top scoring candidates to be considered as finalists.

Reference Check

- References must be checked prior to any job offer.
- Check the candidate's **Reference Release** form to find out whether or not current employers may be contacted, etc.
- Use the **Employment Reference Check** form to contact current or former employers for information about the job candidate.

Documentation

- Ensure that you keep ample, clear documentation on each of the above actions that you take.
- Save all notes from the interview panelists.
- Make a record of **other job related criteria** that you add to the candidates' final scores, keeping everything as consistent as possible.
- Keep signed **Reference Release** forms and **Employment Reference Check** notes on file.

Job Offers

- Offers of employment should be made to the job candidate(s) with the highest **overall score**.
- Before any job offer is made, hiring officials should seek approval from their assigned HR Representative for the name of the candidate(s) they are considering for hire.
- If a hiring official determines to offer to job candidate(s) other than the top scoring candidate(s), prior consultation with the assigned HR Representative is a must. Job related reasons must be **documented** to offer to candidate(s) other than the top score(s), without exception.

- Call the job candidate(s) to congratulate them on their selection and inform them of start dates, etc.
- It's a good idea to follow up a verbal offer of employment with a written verification of offer letter. Contact your HR Representative for an example of such a letter.